



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

VACANCY NOTICE

POSITION: Coordinator

LOCATION: Office of Marketing and Communications
Initially located at the Knight Campus, Warwick, RI

REPORTS TO: Director of Marketing and Communications

GRADE & SALARY: BOG 10; Salary range begins at \$42,193
Hiring salary commensurate with education and experience

WORK SCHEDULE: Non-Standard, 35 hours per week; evening and weekend hours required. This is a temporary, six-month appointment

SUPERVISES: Student help; interns

JOB SUMMARY: To plan and execute a continuous information, marketing and public relations program to keep the College community and the public informed and aware of CCRI's programs and activities. Responsible for planning, writing, editing, and proofreading, of College publications as assigned.

DUTIES AND RESPONSIBILITIES:

- Generate ideas, interview, and research in order to write press releases, public service announcements, requests for coverage, and follow-up with members of the media to increase placement of College news in local media outlets.
- Coordinate video projects, shooting schedules, and the design of new projects and the development of new projects within the department and with other departments throughout the college. Serve as producer and write scripts for both video and web-based projects.
- Assist with planning organizing and executing special programs and events as requested for public relations purposes. Implement marketing plans for programs and events, directly supervises many aspects of the events including communicating with other departments to insure appropriate delivery of services as needed.
- Elicit information from various College academic and administrative departments for distribution to the media and/or inclusion in College publications.
- Compile information, write, edit, and proofread College publications within prescribed deadlines (including but not limited to the College catalog, master schedule, course bulletin, on-line college news (The Crier)).
- Compile information and edit, advertisements.
- Counsel faculty/staff in appropriate marketing techniques specific to their program and target markets; assist in editing newsletters, brochures, etc.

Knight Campus

400 East Avenue, Warwick, RI 02886-1807 P: 401.825.2311 F: 401.825.2345

- Keep abreast of the latest college marketing trends and technological innovations, continually update and (re)design modes of communication to meet the ever-changing needs of the school, the faculty/staff, current and potential students, and the RI community.
- Represent the Marketing & Communications Department on various College committees, including but not limited to creating policies and procedures to be followed by department webmasters and working with outside consultant(s) to determine new layout and design, etc.
- Work with College departments and committees in the coordination of College-wide and program-specific special events (including but not limited to the development of theme; layout of invitations, programs, and related promotional materials; invitation lists; room layout).
- Other related duties as assigned

LICENSES, TOOLS AND EQUIPMENT:

Proficiency using software appropriate to a Marketing & Communications Office, including but not limited to MS Office; telephone, copy and fax machines. Must have access to and use of own transportation.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

- Bachelor's degree required, preferably in a communications field.
- Minimum of five years experience in writing, editing, and desktop publishing in public relations or journalism.
- Strong writing and interpersonal skills essential.
- Must be able to work independently and manage multiple priorities in a deadline oriented environment.
- Experience in development of radio and print advertising copy helpful.
- This position will require travel on a regular basis to the College's campuses in Warwick, Lincoln, Providence, and Newport as well as media outlets across the state.

APPLICATION PERIOD: APRIL 17, 2013 – MAY 7, 2013

(This date includes a five-day grace period. Applications will not be accepted after 5/7/13 11:59pm EST).

HOW TO APPLY:

To apply for this position, please go to CCRI's online recruitment site at <https://jobs.ccri.edu> and complete the online application. In addition to the application, a cover letter, resume and contact information of three references must be attached at the end of the application by the deadline.

Finalists will be asked to provide official college transcript(s).

If you need assistance with the online application process, please contact Human Resources at 401-825-2311.

CCRI is an Equal Opportunity / Diversity Employer.

Any individual with a disability who requires assistance in the application process should contact CCRI at (401) 825-2311 prior to the close of the application period. TTY: (401) 825-2313.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor.

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